

COUNCIL ON OCCUPATIONAL EDUCATION

The Ulster BOCES Adult Education department offers dynamic training opportunities inviting students to advance in high-demand occupations. Our nationally accredited training is designed to be hands-on, work-oriented and lead to gainful employment in a career you can be proud of.



Ulster BOCES Adult Education Post-Secondary Programs are accredited through:

The Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

Telephone: 770-396-3898 or 800-917-2081 • Facsimile: 770-396-3790

www.council.org

Programs accredited by the Council include Practical Nursing, Surgical Technology*, and Adult Cosmetology.*

ADMISSIONS REQUIREMENTS

- 1) Complete all application and admission paperwork
- 2) Study and sit for an entrance exam if required for your program area
- 3) Once accepted into the program, all Practical Nursing & Surgical Technology applicants must:
 - complete a Financial Aid Information Session and related documents online at www.ulsterboces.org/financialinfo
 - meet individually with the Financial Aid Office

LET US HELP YOU FUND YOUR NEW CAREER TRAINING!

Title IV approved* program applicants may be eligible for federal grants and loans if they meet the eligibility criteria. This aid may assist students and families in meeting certain program costs such as tuition and other education related expenses. Some funding options are:

- Federal Pell Grants [free federal aid that in most cases does not have to be repaid]
- Federal Student Loans [borrowed federal aid that must be repaid with interest]
- 0% Payment Plans [for remaining balances after aid is applied]

For additional financial aid information or assistance contact the Financial Aid Office, primarily by email finaid@ulsterboces.org, or by phone 845-331-5050 x 1347

REFUND POLICY FOR POST-SECONDARY PROGRAMS

For courses over 100 hours in duration, a refund of tuition and fees may be due in the event that BOCES cancels a class or if a student does not begin program. Ulster BOCES offers a fair and equitable refund policy which is uniformly administered consistent with COE guidelines. Withdrawal decisions are submitted in writing or during an in-person meeting with a Program Coordinator. If a student ceases to attend without formal notification, Administration will determine the official withdrawal date and refund or charge the student accordingly. Refunds due to students are transacted within 45 days:

- After the planned start date, for those who do not begin program
- From the last day of attendance, if formal notification was provided
- From the date the institution terminates or determines withdrawal by the student

When refunds are due they are processed automatically. Payments originally made by credit card will be refunded directly back to the card. For cash and check payments, refunds are issued by check. Refund amounts are based on the following conditions:

- If Ulster BOCES cancels a class, 100% of the deposit fee and tuition will be refunded.
- * If a student opts not to begin classes or withdraws on the first day of class, 100% of any tuition paid will be refunded, and not more than \$100 of the deposit will be retained.
- 90% of tuition is refunded if the student withdraws after the first day of class through the first 10% of the enrollment period. All fees are retained by Ulster BOCES.
- 50% of tuition is refunded if the student withdraws after the first 10% and before 25% of the enrollment period has elapsed. All fees are retained by Ulster BOCES.
- 25% of tuition is refunded if the student withdraws after the first 25% and before 50% of the enrollment period has elapsed. All fees are retained by Ulster BOCES.
- After 50% of the enrollment period passes, Ulster BOCES will retain all monies received.
- For Practical Nursing and Surgical Technology Students Who Receive Federal Financial Aid:
If the student does not complete the program, a Return of Title IV Funds withdrawal calculation is completed within 30 days from the date the school determines the student withdrew as mandated by Federal law. Federal aid earned and/or to be returned is determined by use of the 'Treatment of Title IV Funds when a Student Withdraws from a Clock Hour Program' form, which is completed by the Financial Aid Office. Students are notified in writing of the results. A copy of the form is available upon request.